



STATE OF MICHIGAN  
FAMILY INDEPENDENCE AGENCY  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MARIANNE UDOW  
DIRECTOR

September 22, 2003

The Honorable Bill Hardiman, Chair  
Senate Appropriations Subcommittee on FIA  
State Capitol Building  
Lansing, MI 48909

The Honorable Jerry Kooiman, Chair  
House Appropriations Subcommittee on FIA  
State Capitol Building  
Lansing, MI 48909

Dear Senator Hardiman and Representative Kooiman:

Section 404 of Public Act 172 of 2003 requires the Family Independence Agency to develop a plan based on recommendations from the Department of Civil Rights, Indian organizations such as the Michigan Urban Indian Consortium and the Inter-Tribal Council of Michigan to assure that Community Services Block Grant (CSBG) funds are equitably distributed. The plan must be developed by October 31, 2003 and delivered to the FIA House and Senate Appropriations Subcommittees.

\$199,248 was set aside for tribal organizations in FY 2004.

Attached please find three documents. The [Guidelines and Instructions](#) for Submitting Proposals for Community Services Block Grant Funding were distributed to eligible tribal groups in April of 2003 to solicit proposals for use of the identified CSBG funds in FY 2004. The [second document](#) summarizes the agencies and programs that will receive funding in FY 2004. The third document is the current Interagency Agreement between the Department of Civil Rights and The Family Independence Agency.

Sincerely,

S/S 9/22/03

Nannette M. Bowler

Enclosure

GUIDELINES AND INSTRUCTIONS  
FOR  
SUBMITTING PROPOSALS FOR  
COMMUNITY SERVICE BLOCK GRANT  
FUNDING

Michigan Department of Civil Rights  
American Indian Affairs  
Community Service Block Grants

Fiscal Year 2004-05

Administered by the  
MICHIGAN FAMILY INDEPENDENCE AGENCY  
AND  
MICHIGAN DEPARTMENT OF CIVIL RIGHTS  
Capital Tower Building, Ste. 800  
110 W. Michigan Ave.  
Lansing, MI 48913  
PHONE: 517-335-3165  
FAX: 517-241-7520

DEADLINE FOR SUBMITTING PROPOSALS:  
FRIDAY, May 7, 2004 5:00 P.M.

All proposals must be received by the Michigan Department of Civil  
Rights,  
Capital Tower Building, Ste. 800  
110 W. Michigan Ave., Lansing, MI 48913  
by 5:00 p.m., Friday, May 7, 2004

FAXES are acceptable, followed by hard copies  
Fax Number: (517) 241-7520

## **I. CSBG PROGRAM DESCRIPTION:**

The Community Services Block Grant (CSBG) program funding for American Indian activities is administered jointly by the Michigan Family Independence Agency (FIA) and the Michigan Department of Civil Rights (MDCR). This Request For Proposal (RFP) solicits participation of American Indian tribal groups and organizations in the use of CSBG funding to provide services to assist in the reduction of poverty, and in the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. The following program elements apply to this program:

**A. ELIGIBILITY:** Tribes and Indian organizations that meet the State Eligibility Requirements.

**B. PURPOSE:** Projects should address the causes and effects of poverty in a specific community or region, or those areas of the community where poverty is a particularly acute problem. Projects having a long-term impact, beyond the duration of the grant, will receive favorable consideration. Projects which maximize resources by generating access to other funding will also receive favorable consideration. The MDCR will pay particular attention to the population served by the grant and the potential for duplication of services.

**C. CSBG FUNDING GUIDELINES:** Funds must be used to:

1. Provide services and activities having a measurable and potentially major impact on the causes and effects of poverty in the community or those areas of the community where poverty is a particularly acute problem.
2. Provide activities designed to assist low-income participants to secure and retain meaningful employment; to attain an adequate education; to make better use of available income; to obtain and maintain adequate housing and a suitable living environment; to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need of health services, nutritious food, housing, and employment-related assistance; to remove obstacles and solve problems which block the achievement of self-sufficiency; to achieve greater participation in the affairs of the community; and to make more effective use of other programs related to the purposes of the CSBG Act.
3. Funds cannot be used for:
  - a. Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
  - b. Leasing of space and/or buildings not associated with a CSBG-allowable activity.
  - c. Political activity such as:
    - 1) Any partisan or non-partisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office;
    - 2) Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any such election; or
    - 3) Any voter registration activity.

**D. COMPLIANCE:** Proposals must comply with the regulations issued in the federal Community Services Block Grant Act, 42 U.S.C. 9901 as amended, and the regulations issued by the U.S. Department of Health and Human Services, 45 CFR Subtitle A Department of Health and Human Services Block Grant Regulations.

**E. POVERTY INCOME GUIDELINES APPLICABILITY:** The population served must meet the poverty income eligibility guidelines for the CSBG program. The poverty income eligibility guidelines for the CSBG program will continue at 125 percent of the most recent poverty income criterion published in the Federal Register by the federal Department of Health and Human Services. Documentation of poverty income eligibility must be maintained.

**F. REPORTING REQUIREMENTS:** Brief written quarterly reports will be required. These reports will be submitted to both the FIA and the MDCR. The quarterly reports, due fifteen days after the close of each calendar quarter, will describe project accomplishments to date, any possible concerns or problems, and project impact. The Michigan Department of Civil Rights will provide technical assistance concerning report format and content. In addition, an evaluation of the entire project is due thirty days after the close of the grant. The evaluation will cover each goal area, describing the impact and successes of the project. The evaluation should include any supporting documents from other agencies.

**G. FISCAL CONTROL AND AUDIT REQUIREMENTS:** Monthly statements of expenditure are required of all CSBG grantees/contractors. These statements of expenditure must be submitted by the 15<sup>th</sup> day following the end of the month for which the grantee is billing. The grantee must maintain an adequate accounting system to identify and support all expenditures billed. All grantees/contractors are required to submit audit reports according to the requirements of the Single Audit Act (OMB A-133 or A-128).

**H. OTHER AGENCY REQUIREMENTS:** Attachment A outlines contractor responsibilities, FIA responsibilities, and required general provisions of the CSBG contract. The Program Director may be required to attend training on reporting requirements.

**I. DEADLINE FOR SUBMISSION OF PROPOSALS:** Proposals must be in the MDCR's office by the close of business at 5:00 p.m. Friday, May 7, 2004. Mail one original and eight copies to the following address:

Michigan Department of Civil Rights  
Attn: Donna L. Budnick, American Indian Affairs Specialist  
Capital Tower Building, Ste. 800  
110 W. Michigan Ave.  
Lansing, MI 48913  
Phone: (517) 335-3165, FAX: (517) 241-7520

PLEASE NOTE: If faxing the original, the faxed copy must be immediately followed by a hard copy of the original, and eight copies, either sent by mail or hand-delivered, to the address listed above.

**J. CONTRACT PERIOD:** The contract period is October 1, 2004 through September 30, 2005. Contracts will begin on the date of the signed contract (or October 1, 2004, if the contract is signed prior to October 1, 2004) and extend through September 30, 2005. Any services delivered before the start date of the contract are not reimbursable.

**K. AVAILABLE FUNDS FOR PROJECTS:** The amount of the Community Services Block grant for fiscal year 04/05 is \$199,250.

1. Three grants in the amount of \$50,000, with a minimum score of 77 points out of 110 possible points.
2. Two grants in the amount of \$24,625, with a minimum score of 77 points out of 100 possible points.
3. An organization may submit a proposal for both the \$50,000 award and the \$24,625 award, but will not receive funding under both. The \$50,000 grants will be selected first. If the grantee is selected for the \$50,000 grant award and has also submitted a proposal for the \$24,625 grant award, the proposal for \$24,625 will be removed from the selection process.
4. If there is not enough minimal score grants awarded under either the \$50,000 or \$24,625 grant award categories, then the grant funds will be awarded to either category grantee that meets the minimum 77 point score.
5. If there is not enough grantees with the minimum score of 77 than any remaining funds will be divided equally among the selected eligible proposals.
6. Inter-Tribal Council of Michigan, Inc. (ITC) has an application for direct funds from the Department of Health and Human Services (HHS) for Community Services Block Grant (CSBG) funding, if you are receiving funding through ITC, you will not be eligible through this RFP process.

## **II. CSBG PROPOSAL REQUIREMENTS:**

The following information must be included in the proposal package:

### **A: Required Information**, as listed below:

1. Project Title.
2. Legal name of the applicant.
3. Mailing address and street address, if different from mailing address.
4. Telephone number of the applicant (and fax number if available).
5. Project Coordinator's name, title, address, phone and fax number. This is the person who is responsible for required block grant reports and correspondence for the applicant. This person will serve as the contact person for any matters related to the grant proposal and the grant (if awarded).
6. Name and title of the person authorized to sign the contract.
7. Federal I.D. number (FEIN).
8. Showing of compliance with the State Eligibility process and supporting documentation. If an organization is not currently a State Eligible Tribal or American Indian Organization, they need

to submit an application by May 7, 2004 to be eligible for consideration in this CSBG funding cycle. Federally Recognized Tribes are exempt from this process.

9. Geographic area to be served, and address(es) of location where services will be provided.
10. List of additional funding sources, and amounts, received by the organization.

**B. Demonstration of applicant's fiscal capacity**, as detailed below:

1. Account structure used by your organization (chart of accounts/general ledger accounts).
2. Cost allocation plan.
3. Copy of your organization's most recent audit, including a management letter or that section of the audit that addresses internal controls.
4. Name of chief fiscal officer or individual responsible for the accounting functions of the agency.
5. Description of any plans to contract for accounting services, including the name and address of the accounting firm.
6. List identifying the applicant's financial institutions and separate bank accounts.

**C: Narrative** including executive summary, analysis of need, goals and objectives, evaluation design, and total project cost (described below, in III, A-F, H).

**D: Proposed Project Budget** (described below, in III, G, and in attached form).

**E: Statement of Intent** (format described in III, J, below).

**III. SEQUENCE OF PAGES AND NARRATIVES:**

**A. Title Page:** Provide the name of the organization, the Executive Director, the Project Director, and the corresponding address, phone and fax numbers; the amount of funds requested; date the proposal is submitted; and the exact period of time covered by the proposal.

**B. Required Information:** See II,A, preceding page, for required information.

**C. One Page Executive Summary of Project:** Provide a one page summary of key information about the project, including a short statement about the primary use of the funds and the need for the project. Indicate the main goal and objectives, the geographic area served, characteristics of the target population, duration of the project, and the total of any in-kind contribution.

**D. Analysis of Need:** Describe the target area, population served, and nature and extent of the problem which you are addressing. Describe the number of low-income people potentially eligible to participate in the program activity and how you will determine that the people you serve meet the required income eligibility guidelines. Describe any priority system used for serving clients. The narrative should include documentation to support the need assessment, including statistics and other pertinent indicators to clearly define the scope of the proposed project. Use the most current data available. The use of another agency's needs assessment which may support your proposal is acceptable, providing it has been conducted in the past twelve months.

**E. Goals and Objectives:** Clearly describe the goals and objectives of the proposed project and state them in measurable terms.

**F. Evaluation Design for the Project:** Describe how the applicant, both during and after project implementation, will monitor the project to determine that objectives are being attained and the desired impact achieved. Describe how income eligibility will be documented. Describe the data that will be gathered, how it will be gathered, and who will gather it. State who will be doing the evaluation and describe the criteria for success.

**G. The Proposed Project Budget:** Forms available at <http://www.michigan.gov/fia>

Complete the attached budget packet (CM - 468ex). The actual cost method of reimbursement will be used for these contracts. Please note the description of allowable and allowable costs for each of the following budget line items: salaries, fringe benefits, occupancy, communication, supplies, equipment, transportation, contracted services, specific assistance to individuals and miscellaneous costs. Grant funding may only be used for allowable costs. Allowable costs include the following categories (see budget packet for more detail):

1. Personnel Costs:

- Salaries and Wages
- Fringe Benefits (employer's share)
- Consultant and contract services including a description of the service and fee rate

2. Non-Personnel Costs:

- Travel, including number of miles, cost per mile and conference costs
- Space costs and rental (including square footage and cost per square foot)
- Supplies
- Rental, or lease of any equipment including the manufacturer, model and description of items more than \$5000.
- No purchase of equipment to exceed \$5000.00.
- Audit costs related to services provided under the contract
- Other costs

**H. Total Project Costs:**

1. Amount of Funding Request from CSBG
2. Amount of in-kind contribution, where available
3. Other funding used for the project, and source
4. Total Project costs

**I. Demonstration of Organization's Fiscal Capacity:** See II, B, for items required to demonstrate fiscal capacity.

**J. Statement of Intent:** Please type, sign and date the following statement, and include in the proposal package:

The bidder hereby assures that the Request for Proposal has been reviewed by the organization's governing body and the body has authorized submission of a proposal; that the person identified as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Proposal, if selected and funded to do so.

Further, the bidder acknowledges that the General Provisions have been read.

\_\_\_\_\_  
Signature of Organization President or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Organization President or Director



#### **IV. CSBG PROPOSAL SCORING:**

**A. SCORING CRITERIA:** The Michigan Department of Civil Rights uses the following criteria when reviewing and scoring the block grant proposals. The criteria listed are necessary to fulfill federal, state, and department requirements.

**1. Statewide Impact:** Are the geographic area and population to be impacted by the special project clearly indicated? Are eligibility requirements, if applicable, clearly stated? What is the scope (in area and population) of the project? Is there a duplication of services with other projects in the same area?

**2. Clearly Stated Goals:** Are the goals and objectives of the project clearly stated? Are the goals and objectives measurable? Are the goals identifiable and achievable? Do the goals and objectives match the funding guidelines?

**3. Analysis of Need:** Is the target area, population served, and nature and extent of the problem clearly described? Does the target population meet income eligibility guidelines? Is the need clearly demonstrated? Does the evidence provided support the need? Is the evidence current?

**4. Reduction in Poverty:** Will the services and activities of the project have a measurable impact on the causes and effects of poverty? How will the project determine eligibility for services? Are the funds being used for direct services vs. administrative costs?

**5. Fostering Self-Sufficiency:** Do the stated goals and objectives help develop individual/group competency in providing adequate skills to maintain a life style with little or no dependency on other individuals or government agencies?

**6. Justifiable Budget:** Is the budget adequate to carry out the proposed work? Are all costs allowable? Special attention will be focused on administrative cost related to the project. Care should be taken to provide a maximum of service with a minimum of overhead. The use of volunteers is encouraged.

**7. Quarterly Reporting:** Has the applicant developed a method to ensure that timely reports are submitted? Future funding may be jeopardized if contract reporting is not adequately met.

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**8. Evaluation:** Are the evaluation procedures described sufficient to monitor the project to determine that the objectives are being attained and the desired impact achieved? Does the evaluation specify the criteria for success? How will evaluation data be used to implement change?

**B. CSBG PROPOSAL SCORING SYSTEM:** The department will read and score the respective sections of the proposals for points in each category. A total of 110 points may be awarded. A proposal must score points in every area.

1. Statewide Impact.....	20 Points
2. Clearly Stated Goals.....	10
3. Analysis of Need.....	10
4. Reducing Poverty.....	20
5. Fostering Self-Sufficiency.....	20
6. Justifiable Budget.....	15
7. Quarterly Reporting.....	5
8. Evaluation.....	10
Possible point total	110

#### **V. CSBG Grant Award Process**

Representatives of the MDCR and the American Indian community will review and score the proposals submitted by the May 7, 2004 deadline. This group will determine the grantees whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the proposed work. The MDCR will then make written funding recommendations to the FIA, based on the scoring criteria. The FIA will contact the grantees and initiate the contract process.

Prior to the time the contract is issued, the bidder must provide proof of public liability insurance. A copy of the policy or a letter from your insurance company (on letterhead) must be provided. If you currently do not have liability insurance, a letter from an insurance company (on letterhead) indicating the application for this insurance has been made may be submitted. However, proof of insurance must be provided prior to any contract being signed. If liability insurance cannot be obtained, you will be required to submit justification. All proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

**For further information and technical assistance contact:**  
**Donna L. Budnick**  
**American Indian Affairs Specialist, MDCR**  
**(517)241-7748**

**Summary of Community Services Block Grant Discretionary Contracts  
Native Americans- 2004**

**Michigan Indian Legal Services, Inc.**

Amount: \$66,416.00

Legal Services Impact Project: This project will provide training to caseworkers, practitioners, judges and the American Indian Community about the Indian Child Welfare Act (ICWA). It also helps tribes obtain federal recognition, assists students in obtaining the Michigan Indian Tuition Waiver, provides legal advice clinics at Indian organizations and tribes, assists low-income individuals with legal problems, and assists newly recognized tribes in building infrastructure.

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**Keweenaw Bay Ojibwa Community College**

Amount: \$66,416.00

Building and Math Skills for Construction Employment: This project will provide entry level construction training with basic math skills associated with the construction industry. It also will give participants opportunities to gain hands on experience in building projects.

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**North American Indian Center of Detroit, Inc.**

Amount: \$66,416.00

Native Literacy Project: This project will assist unemployed and underemployed Native people with classroom instruction, career planning, and basic computer education. It also seeks to raise existing grade levels of Native Americans over the age of 18.